

REPORTS INVENTORY						DD S/OC-005			
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
Foreign TDY Forecast									
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	ADMIN. GENERAL			
	LOGISTICS		SECURITY			OTHER (specify)			
	MEDICAL		FINANCE			COMMUNICATIONS			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)					
3	Semi-Annual			EXA/Thru OC-P					
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT					
Memorandum	YES		IF YES GIVE ADP PROCESSING NO.		EXA/OC-P				
	NO								
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
SPD/AO and Branches				Foreign TDY Forecast - 3 reports by SPD Branches					
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	13.20		1/2		7.60		2		15.20
GS-15	12.47		1		12.47		2		24.95
GS-15	12.47		3/4		9.30		2		18.60
GS-14	10.70		3/4		7.40		2		14.80
GS-13	9.40		2		18.80		2		37.60
GS-07	4.15		1/2		2.10		2		4.20
GS-05	3.36		1/2		1.65		2		3.30
GS-07	4.15		1/2		2.10		2		4.20
									\$122.85
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR									
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
As long as EXA requires report, it will be necessary.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT							ESTIMATED SAVINGS		
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)							MAN-HOURS		DOLLARS
<input type="checkbox"/> CHANGE									STAT
<input type="checkbox"/> DISCONTINUE									
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION						18. EXTENSION	
6 Oct 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090026-0 OC-SPD/Admin Officer							
FORM 1142		Classification						(22-36-43)	